



Printing a Bar-Code Location Scan Sheet

Quick Reference Guide

Introduction

This document provides the steps necessary for the FileTrail administrator to create a scan sheet containing commonly used location (Places) bar codes, such as members of an attorney team.

Steps

Open the FileTrail Portal

1. Log in to CASE.
2. Select the **OTHER PROGRAMS** module.
3. Launch **FileTrail Administration** (Figure 1).

| OTHER PROGRAMS | |
|---|---------------------------------|
| The SubSystems Module allows users to run various applications. | |
| Description | Location |
| BarCode Batch Scanner Upload | Click to Launch |
| Barcode Search | Click to Launch |
| Streamlining Assignment | Click to Launch |
| eDecisions | Click to Launch |
| FileTrail Administration | Click to Launch |
| ROP Barcode Printing | Click to Launch |

Figure 1

Open System Labels

4. On the FileTrail portal, select **System Labels** under the My Desktop tab (Figure 2).

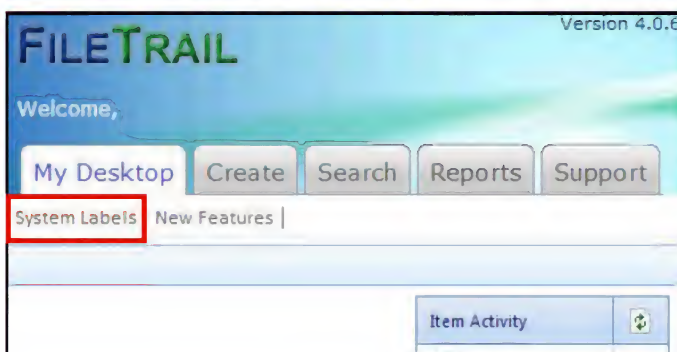


Figure 2

Select the Places Group

5. Click the **Location** drop-down menu within Places and select the location group or team (Figure 3).

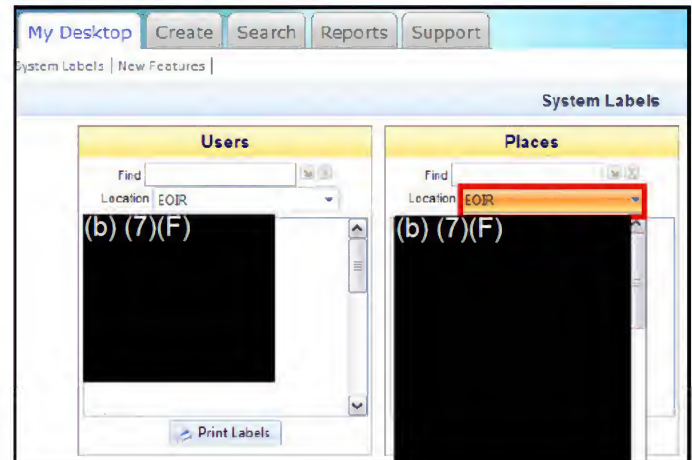


Figure 3

Select Group Members

The Places location list populates for the selected group (Figure 4).

6. Select the place or multiple places (Group Members) to print. (Use the **Shift** or **Control** key to select multiple places.)

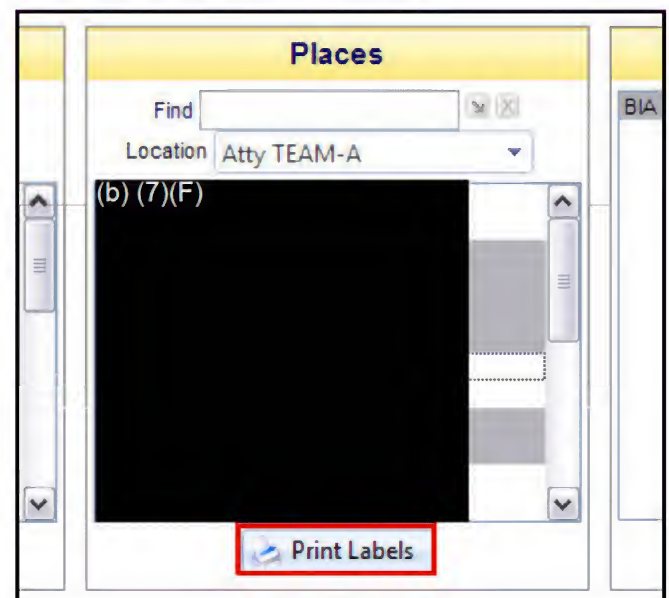


Figure 4

7. Click **Print Labels**.



Printing a Bar-Code Location Scan Sheet

Quick Reference Guide

Print Setup

The Print Labels window opens with the sheet and label printers selected (Figure 5).

- Click the label (Zebra) printer check box to deselect it.

The 'Print Labels' window displays a table with 6 items. The 'Default Printer' column shows '(b) (7)(F)'. The 'Stock' column lists two items: 'Avery 5160 - (1" x 2.63")' and 'Zebra 800222-405 (2.25"W x 4.00"L) Landscape'. The 'Zebra' item is checked, and its name is highlighted with a red box.

| Stock | Default Printer | Items | Pages | Labels |
|--|-----------------|-------|-------|--------|
| <input checked="" type="checkbox"/> Avery 5160 - (1" x 2.63") | (b) (7)(F) | 6 | 1 | 6 |
| <input checked="" type="checkbox"/> Zebra 800222-405 (2.25"W x 4.00"L) Landscape | (b) (7)(F) | 6 | 6 | 6 |

Figure 5

- Verify the default printer is correct (Figure 6). If the default printer is not correct, refer to step 13.

The 'Print Labels' window displays a table with 6 items. The 'Default Printer' column shows '(b) (7)(F)'. The 'Stock' column lists two items: 'Avery 5160 - (1" x 2.63")' and 'Zebra 800222-405 (2.25"W x 4.00"L) Landscape'. The 'Zebra' item is checked, and its name is highlighted with a red box.

| Stock | Default Printer | Items | Pages | Labels |
|--|-----------------|-------|-------|--------|
| <input checked="" type="checkbox"/> Avery 5160 - (1" x 2.63") | (b) (7)(F) | 6 | 1 | 6 |
| <input checked="" type="checkbox"/> Zebra 800222-405 (2.25"W x 4.00"L) Landscape | (b) (7)(F) | 6 | 6 | 6 |

Figure 6

- Click **Print Selected**.
- The Bar-Code Location Scan Sheet prints and the Print Labels window automatically closes.
- Close the FileTrail portal, OTHER PROGRAMS window, and log out of CASE.

Selecting a Different Printer

- To print to a different printer, click the **X** button next to the Default Printer field for the sheet printer (Figure 6). The Default Printer field will clear.

- Click **Print Selected** (Figure 7).

The 'Print Labels' window displays a table with 6 items. The 'Default Printer' column shows '(b) (7)(F)'. The 'Stock' column lists two items: 'Avery 5160 - (1" x 2.63")' and 'Zebra 800222-405 (2.25"W x 4.00"L) Landscape'. The 'Zebra' item is checked, and its name is highlighted with a red box.

| Stock | Default Printer | Items | Pages | Labels |
|--|-----------------|-------|-------|--------|
| <input checked="" type="checkbox"/> Avery 5160 - (1" x 2.63") | (b) (7)(F) | 6 | 1 | 6 |
| <input checked="" type="checkbox"/> Zebra 800222-405 (2.25"W x 4.00"L) Landscape | (b) (7)(F) | 6 | 6 | 6 |

Figure 7

The Print dialog box appears.

- Click the **Name** drop-down menu and select the desired printer from the list.
- Click **Print**.

The 'Print' dialog box shows the 'General' tab. The 'Print Service' section has a 'Name' field with '(b) (7)(F)' and a drop-down arrow. The 'Status' is 'Accepting jobs'. The 'Type' is 'Printer'. The 'Info' section has a 'Print To File' checkbox. The 'Print Range' section has 'All' selected. The 'Copies' section has 'Number of copies' set to 1 and 'Collate' checked. The 'Print' button is highlighted with a red box.

Figure 8

- The Bar-Code Location Scan Sheet prints and the Print Labels window automatically closes.
- Close the FileTrail portal, OTHER PROGRAMS window, and log out of CASE.